

977009/20/02

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **ASSISTANT CITY MANAGER**

DEFINITION

Under general direction, to provide highly responsible administrative staff assistance related to information services, coordination of existing City programs between departments, work with Council Committees, analysis of organization effectiveness, budget review and administration, project management, employer/employee relations; and to do related work as required.

REPORTS TO: City Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager. Exercises general direction and initiative over executive, administrative, technological, professional and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to, the following:

- Assist and participate in the development and implementation of goals, objectives, policies and principles.
- Conduct studies, surveys, and collect information on difficult operational and administrative problems, analyze findings and prepare reports of practical solutions for review by the City Manager.
- Confer with department heads and employees regarding policy and procedural changes.
- Participate in the preparation of the annual operating and capital improvement budgets and in budget control activities.
- Represent the City in labor relations matters, participating in meet and confer sessions with various employee organizations.
- Provide oversight and direction for the City's Management Information Services.
- Analyze, interpret and apply policies and procedures.
- May serve as Acting Department Head when there is a vacancy.
- Coordinate activities of the City Manager's office with City Departments, divisions and with outside agencies.
- Analyze, monitor and suggest recommendations on regional and county wide issues with potential City impacts.
- Supervise, train and evaluate staff.
- Serve as Acting City Manager as assigned.

QUALIFICATIONS

Knowledge of:

- Functions, principles, practices and techniques of public administration.
- Principles and practices of management and supervision.
- Application of strategic planning and action.
- Personnel practices and labor relations.

Ability to:

- Analyze a variety of administrative problems and to make sound policy and procedural recommendations.
- Communicate clearly and concisely, orally and in writing with a diverse population and cultures.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Prepare complete and accurate reports.
- Plan, organize, develop and implement projects and programs with minimal supervision and direction.
- Interpret and apply the policies, procedures, laws, codes and regulations pertaining to legislative programs and functions.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Master's Degree from an accredited college or university with major work in public administration or a closely related field.

Experience: Five years progressively responsible experience in an administrative managerial, or staff capacity in public or private employment, involving the responsibility for the planning, organization, implementation and supervision of varied work programs.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Assistant City Manager

TO: City Manager